



**2015 NOTICE OF FUNDING AVAILABILITY
GUIDELINES AND APPLICATION**

**HOMEOWNERSHIP
&
RENTAL**

City of Cincinnati
John Cranley, Mayor

Department of Trade & Development
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City of Cincinnati - Notice of Funding Availability - Residential Projects

BACKGROUND

RELEASE NOTICE

The Department of Trade & Development announces a Notice of Funding Availability (NOFA) for funding under the Community Development Block Grant (CDBG) program, the HOME Investment Partnership (HOME) program, Neighborhood Stabilization Program (NSP) and City Capital funds. The Notice of Funding Availability (NOFA) process targets the City's resources to make sustainable improvements to Cincinnati neighborhoods, and is the primary process for accessing City funding for any type of housing project assistance. The amount of financial assistance that will be allocated to eligible housing projects under this NOFA will be limited by the availability of HUD & Capital funding. The City expects approximately four million dollars to be made available to fund NOFA Projects.

PURPOSE

The City of Cincinnati's Residential NOFA process provides a stimulus for housing development. The City is seeking exceptional homeownership and rental projects that make positive and visible impacts on our communities by developing several units in targeted areas. The NOFA is designed to produce housing products which help achieve PLAN Cincinnati's goal of providing a full spectrum of healthy housing options, and improve housing quality and affordability.

NEW COMPONENT

The NOFA will include the CoreFour pilot program. CoreFour is a four-neighborhood (eight neighborhoods annually) targeted development initiative. This program seeks to spur transformative development, create long-term livability benefits, and optimize economic activity by focusing and leveraging resources/activity to revitalize City neighborhoods. City funds alone cannot spur the level of development necessary to achieve these outcomes; the CoreFour program aims to strategically align City funds with neighborhood development plans and efforts from public and private partners. (see [NEW COURFOUR PROGRAM](#) on pg. 6 for details)

DETERMINATION OF GAP

The NOFA provides public funding that is used for "Gap" financing of focused investment in projects within the fifty-two (52) neighborhoods that comprise the City of Cincinnati. For Homeownership units, the City defines the "Gap" as the difference between the total cost to construct or rehabilitate the unit(s) and the selling price that the market will bear. If this number is negative, then a Gap is evident.

For Rental units, the gap is defined as the total sources of funds, minus the Total Project Costs (TPC). The total sources of funds should include the following: amount of equity that can be raised through sale of tax credits, (if applicable), plus the maximum mortgage loan the project can support plus the amount of Owner Contributions plus any other sources of project funding. If the difference between the project funding sources and TPC is negative, then there is a funding gap. In order to effectively leverage the City's funds, it is required that developers maximize all other funding sources (including Owner Contributions) before requesting gap financing. If the project gap exceeds the City's maximum per unit contribution, the developer will need to identify additional sources of funding. The City's Gap Financing is the final funding source that is committed to the deal. This means that developers must provide documentation of conditional financing with the application. All conditional financing documentation must include amount, rate and terms awarded to the project by a private lender.

City funding is limited and will be awarded on a competitive basis. Therefore, projects will be scored and funds awarded based on the [EVALUATION CRITERIA](#) on page 5.

PROJECT ELIGIBILITY

- Projects must demonstrate feasibility and the need for gap financing. The review will include analysis of the sources and uses of funds, project costs, and operational achievability.
- Documentation of other funding commitments described in the Sources and Uses, including owner contribution.).
- Applicant has site control (deed, purchase agreement, purchase option)
- Acknowledgement of MBE/SBE/WBE/Section 3 Inclusion in project
- Projects must demonstrate an adequate need based on neighborhood market conditions (Market Study or equivalent).
- Applications for gap financing may be submitted for Homeownership, Rental and Infrastructure projects.
- Performing loans are preferred in order to maximize City investment.
- Preference will be given to vacant units and parcels that do not require relocation of tenants.
- Outreach Plan to ensure general community awareness of the project, including letter of support for the project as described in this application from the applicable Community Council.
- Applicants must be in good standing with the Department of Trade & Development, and all City departments
- All projects must incorporate energy efficiency standards (see [EVALUATION CRITERIA](#) on pg.5).

1. Homeownership

The City provides funds to subsidize construction associated with homeownership projects. Homeownership projects must be a minimum of four units. Top priority will be given to projects located within the CoreFour Neighborhoods and which are clustered or contiguous.

- Direct subsidies are used to offset the costs of construction for projects that rehabilitate or construct new homeownership units. The City's preference is for projects with minimal subsidies. Through its analysis, the City will make a determination as to the maximum amount of subsidy it is willing to fund. For income limits for affordable units, please see the table on page 11.

2. Rental Projects

The City provides subsidy to Rental Projects, which include the creation or rehabilitation of affordable units, housing for the elderly, market rate rental projects, as well as transitional and permanent supportive housing projects) Mixed-income rental projects are encouraged.

- Mixed-income and affordable rental projects must be a minimum of 10 units; these ten units can be made up of several smaller units as long as they are in close proximity (next door, across the street) to each other. However,
-

no rental project can contain any building that is less than four units, even if it is bundled into a package to create 10 or more units.

- Market Rate rental projects must be a minimum of 4 contiguous units. Ineligible projects include but are not limited to student housing, group homes and dormitory-style facilities. The conversion of single family units to rental housing is also ineligible.

3. Public Right-of-Way Infrastructure Improvement

Subsidies are also available for improvements including, but not limited to, streets, curbs, water and sewer lines, pier walls, retaining walls, sidewalks, decorative lighting, and landscaping. The proposed cost of the right-of-way improvements will be determined by the City's Department of Transportation and Engineering who may elect to construct or manage the Public-Right-of-Way improvements.

EVALUATION CRITERIA

Applications will be reviewed and scored based on the following four evaluation criteria. Each criterion is assigned a maximum number of points as shown below.

1. Project Financial Strength
2. Project Characteristics
3. Capacity of Development Team
4. Readiness to Proceed

- **Project Financial Strength (Maximum Points Possible - 35)**

- Preference will be given to projects that propose a high level of leverage of City funds.
- Projects that provide Owner Equity (deferred developer fee not included) of 5% or more of Total Project Cost.

- **Project Characteristics (Maximum Points Possible - 35)**

- Located within the City's CoreFour Targeted Areas.
- Located within ¼ mile of a Neighborhood Business District (NBD) or Activity Center.
- Mixed-Income with a range of housing options
- Mixed-Use and include a housing and commercial component.
- Site creates clustered or contiguous units.
- Eliminates blight, code violations or involves vacant, foreclosed property
- Incorporates energy efficiency, green building, and sustainable building techniques and materials.
- Includes quality of life amenities such as parking, storage space, community space, laundry, and play space for children.
- Incorporates Universal Design and Visitability.

- **Capacity of the Development Team (Maximum Points Possible - 20)**

- The development team has sufficient capacity to undertake the project. This includes: effective staffing, record keeping abilities, overall organization, experience and qualifications of staff and the organization's record of success in carrying out its stated mission. Experience successfully administering federal funds is preferred.

- **Readiness to Proceed (Maximum Points Possible - 10)**

- Developer has performed due diligence and initiated/completed other City reviews (e.g., zoning issues and overlays addressed, subdivision improvement plan process, etc.).





NEW COREFOUR PROGRAM

OVERVIEW

CoreFour is a proactive eight-neighborhood targeted development program which will rotate among four neighborhoods semi-annually. This program will spur transformative development, create long-term livability benefits, and optimize economic activity by focusing and leveraging resources to revitalize City neighborhoods. To accomplish these outcomes the CoreFour program aims to strategically align City funds with neighborhood development plans and efforts from public and private partners.

IMPLEMENTATION

CoreFour will be implemented through the semi-annual Housing NOFA. The program will operate in two year cycles. Eight neighborhoods will be targeted to receive CoreFour preference over the two year cycle. Four neighborhoods will be targeted each semi-annual NOFA cycle. See below for CoreFour target neighborhood schedule. Applications for projects within targeted neighborhoods that meet general NOFA eligibility requirements will receive preference for funding via the NOFA scoring process.

Winter 2015 NOFA	Fall 2015 NOFA	Spring 2016 NOFA	Fall 2016 NOFA
Evanston	Northside	Evanston	Northside
Avondale	Madisonville	Avondale	Madisonville
West Price Hill	College Hill	West Price Hill	College Hill
Walnut Hills	Westwood	Walnut Hills	Westwood

SELECTION OF TARGET NEIGHBORHOODS

The initial eight targeted neighborhoods were selected by recognizing past and current development. Transformative development is obtainable in these eight neighborhoods due to their alignment with supporting development initiatives including:

1. City of Cincinnati Targeted Resources

- Each of the eight targeted neighborhoods participates in a number of City of Cincinnati strategic investment programs or funding streams including:
 - Focus 52 Program
 - HUD Section 108 Loan Program
 - Moving Ohio Forward
 - HUD Choice Neighborhoods Implementation Grant
 - GO Cincinnati
 - Neighborhood Enhancement Program (NEP)
 - Place Matters
 - Community Development Corporations
 - Neighborhood Stabilization Program (NSP)
 - Lead Grant
 - Tax Increment Financing (TIF)
 - Vacant Foreclosed Property Registration Program
 - Form Based Codes (FBC)
 - Neighborhood Business District (NBD) Improvement Area
 - Landbank Focus Neighborhoods

2. PLAN Cincinnati

- PLAN Cincinnati stresses the creation of more livable communities by providing a full spectrum of housing options, and improving housing quality and affordability.
- PLAN Cincinnati encourages transformation to make neighborhood centers more walkable, inviting, and productive
- Two-thirds of the CoreFour neighborhoods are included in PLAN Cincinnati's **21 Transform neighborhood centers**.

1. College Hill	5. Avondale
2. Madisonville	6. Evanston
3. Walnut Hills	7. Northside
4. Westwood	8. Price Hill

3. Envision Cincinnati's Collective Impact Matrix

- Envision Cincinnati is comprised of a number of public and private financial stakeholders that collaborate to align their resources to improve Cincinnati neighborhoods.
 - Envision's Collective Impact Matrix categorizes each of Cincinnati's 52 neighborhoods by the number of community partners and investment types present.
 - The CoreFour neighborhoods contain the largest overall degree of collective impact based on this matrix.
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SCHEDULE

Winter 2015 NOFA Schedule

Date	Description
1/05/15	Residential NOFA Application Available
1/27/15	Application Pre-Submission Meeting. Includes general overview of application process, and availability of technical assistance.
2/27/15	4pm-Application Deadline: Due in the Department of Community Development at 805 Central Avenue, Suite 700, Cincinnati, Ohio 45202
3/27/15	Comprehensive Review Period Ends,
4/17/15	Applicants are notified
<i>*Note: Applicants are strongly encouraged to submit their application prior to the due date. Also, Council approval will be required on most projects.</i>	

APPROVAL PROCESS

1. Initial intake and review of applications for threshold criteria.
2. Project underwriting
3. Final underwriting and scoring of projects.
4. Staff recommendations to Department Director.
5. Applicants notified of NOFA results.
6. Development agreement drafted
7. City Council review (if required)

FUNDING SOURCES AVAILABLE

The following matrix outlines funding sources available for this NOFA process:

2015 NOFA Funding Sources		
Name	Funding Source	Eligibility
CDBG*	HUD	Includes (but not limited to) acquisition of real property; relocation and demolition; and rehabilitation of residential and non-residential structures. New housing construction costs are generally ineligible unless undertaken by a qualified Community Based Development Organization (CBDO). For more information on eligible activities, review CFR 42, Chapter 69, Section 5305
HOME*	HUD	For rental housing and rental assistance, at least ninety percent (90%) of benefiting families must have incomes that are no more than sixty percent (60%) of the HUD-adjusted median family income for the area. In rental projects with five or more assisted units, at least twenty percent (20%) of the units must be occupied by families with incomes that do not exceed fifty percent (50%) of the HUD-adjusted median. . HOME income limits are published each year by HUD**
NSP*	HUD	Rental and Homeownership projects for households at or below 120% of the Area Median Income (AMI) in the neighborhoods of Bond Hill, Evanston, and Northside. Projects must utilize property classified as vacant, abandoned, or foreclosed as defined by HUD NSP Regulations.
City Capital*	City of Cincinnati	City Capital funds may be used for very high-scoring projects that meet the City's strategic objectives but may not qualify under the federal HOME, CDBG, or NSP programs. City Capital funds can be used for a variety of development projects, including rehabilitation, new construction, and infrastructure in the public right-of-way.
*Funding Source Guidelines are available on pg. 10		

Each application will be reviewed to determine the most appropriate City funding source. The City, at its sole discretion, will determine the applicable funding source(s) for each project.

FUNDING SOURCE GUIDELINES

COMMUNITY DEVELOPMENT BLOCK GRANT GUIDELINES

The City of Cincinnati is awarded Community Development Block Grant (CDBG) funds through the Department of Housing and Urban Development's (HUD's) Entitlement Program. These funds will be considered for projects that benefit low- and moderate-income persons or reduce Slum and Blight in an eligible low-moderate income neighborhoods.

HOME PROGRAM GUIDELINES

- HOME funds are a Federal grant to State and local governments designed exclusively to create affordable housing for low to moderate income households. HOME funds are used to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership or provide direct rental assistance to low-income people.
- Developers, and local community development organizations acting as developers, who carryout HOME funded projects involving, "acquisition, construction, or rehabilitation of rental or homebuyer projects," are subjected to underwriting procedures that assess the project proposal including:
 1. Assessing the development capacity (including staff capacity) and fiscal soundness of the developer
 2. Examine neighborhood market conditions to ensure adequate need for the proposed project including alignment with CoreFour **Target Areas** (explanation on page. 6).
- Underwriting procedures are outlined under the **EVALUATION** section of this announcement.

NEIGHBORHOOD STABILIZATION PROGRAM 3 GUIDELINES

- The intention of the Neighborhood Stabilization Program (NSP) is to provide funding to local communities to acquire foreclosed, abandoned and vacant properties to rehabilitate, resell, or redevelop in order to mitigate the harmful effects foreclosed and vacant properties have on local neighborhoods.
- City NSP funds must be utilized for a purpose consistent with the HUD approved NSP3 Action Plan. This limits the use of City NSP funds to the neighborhoods of Bond Hill, Evanston and Northside. Only proposed projects which meet all NSP eligibility requirements will receive funding from this source.
- Continued Affordability: City NSP homeownership and rental projects utilize HOME regulatory requirements to verify eligible households and ensure continued affordability.
- NSP funds carry additional requirements housing rehabilitation/new construction standards for both homeownership and rental projects to ensure energy efficiency as mandated by NSP3 regulations. [NSP Homeownership standards](#), Multi-Family Rehabilitation (NSP-MFR) Project Standards.

CITY CAPITAL GUIDELINES

City Capital funds are locally generated dollars, which have the greatest amount of flexibility. Capital funds are typically used to subsidize the construction and rehabilitation of homeownership units or public infrastructure improvements for developments that do not have income restrictions. All projects funded with Capital dollars are subject to Council approval.

HUD INCOME AND RENT LIMITS

HUD INCOME LIMITS** 2014 HOME & NSP INCOME LIMITS

Household Size	1	2	3	4	5	6
50% AMI Limit	24,000	27,400	30,850	34,250	37,000	39,750
60% AMI Limit	28,800	32,880	37,020	41,100	44,400	47,700
80% AMI Limit	38,400	43,850	49,350	54,800	59,200	63,600
120% AMI Limit	57,550	65,750	74,000	82,000	88,000	95,350

2014 HOME RENT LIMITS

Bedroom Size	Efficiency	1	2	3	4
Low HOME Rent	459	561	735	927	1035
High HOME Rent	459	561	735	1018	1121

- Income limits are subject to change by the due date of this application.

SUBMISSION PROCEDURES

- Applicants are strongly encouraged to meet with a program representative prior to submitting an application.
- Staff can provide technical expertise to assist in preparing the proposal as well as provide helpful information regarding overall project design, potential funding sources, program requirements, and regulations. The Department of Trade & Development can be reached at (513) 352-3148 to set up a meeting with a member of the Housing staff.
- **Application packets should include one (1) original and one (1) copy and a “pdf” of the application and all attachments.** All electronic versions of the completed application must be included on a CD. **The packets must be received by the City of Cincinnati’s Department of Trade & Development** (805 Central Avenue, Suite 700, Centennial II, Cincinnati, Ohio 45202) “Attention: NOFA” by 4pm on Friday, February 13, 2015. Applications will be time-stamped to ensure timely submission.
- **APPLICATIONS MUST BE COMPLETE UPON SUBMISSION.** Incomplete applications will not be reviewed. Applicants will NOT be given additional time to provide missing information. ***Please NOTE: The Application Checklist should be used to ensure all required documentation is submitted in the packet.***

Staff Contact Information:

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Dawn Grace

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REMEMBER TO SIGN AND DATE YOUR APPLICATION!

HOMEOWNERSHIP & RENTAL NOTICE OF FUNDING AVAILABILITY APPLICATION

PROJECT TITLE: _____

DATE: _____

COMPANY INFORMATION:

Development Entity (legal name)	Address	City, State, Zip
Project Contact Person (Name/Title)	Email	Telephone
	Website	Fax
COMPANY TYPE (circle):		
Non-Profit Corporation: 501(c)(3) CHDO Other	Limited Partnership General Partnership	Sole Proprietor For-Profit Corporation
Limited Liability Company	Other (Explain):	
DUNS#	Date Entity Established	Employer Tax ID Number

SITE INFORMATION:

Street Address(es) of Project	Age of Buildings	Neighborhood(s)/Census Tract(s)
Current Owner(s) of Site		
Auditor's Book, Page, & Parcel Number(s)		Size of Site in Sq Ft or Acres
Control of the Site is in the form of a (circle): Deed Purchase Agreement Other (explain)		

FINANCIAL ASSISTANCE REQUEST

Type of Assistance (check all that apply):	Direct Funding	Tax Incentives/Abatement
	Homebuyer Assistance	Infrastructure
Total Project Cost:		
Requested City Construction Funds:		

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RESIDENTIAL PROJECT INFORMATION			
No. of Units - Homeowner New Construction		No. of Units - Homeowner Rehabilitation	
No. of Units - Condominium			
No. of Units - Rental (New Construction)		No. of Units -Rental (Rehabilitation)	
Sq. Ft-Commercial New Construction		Sq Ft-Commercial Rehabilitation	
Total Sq. Ft. Residential		Total Sq. Ft. Commercial	

ZONING

The site is currently zoned: _____

Will any of the above sites require an application for a Zone Change or require Cluster Housing, Historic, Hill-Side, Subdivision or Variance approval? Yes ____ No ____

If yes, explain. List the addresses of those sites and steps taken to obtain approval for the project:

What was the prior use of the site(s) to be developed?



QUALITY OF LIFE

Are a percentage of units being renovated or constructed set aside for one or more of the special needs population (persons with physical disabilities; frail or non-dependent elderly; very low-income households (households earning below 50% of median income); low to moderate income households (households earning 50-80% of median income); or permanent housing for the homeless?

No _____ Yes _____

If yes, please specify population served: _____

Number and % of units: _____

SECTION 3 REQUIREMENTS

If project is in a low-mod neighborhood, how do you plan to hire workers from the neighborhood to assist with the construction of this project?

Has any work on the project been completed? _____ Yes _____ No

If **YES**, please explain:

Are all utilities presently available to the site? _____ Yes _____ No

If **NO**, which utilities need to be brought to the site?

Gas _____ Electric _____ Water _____ Sewer _____



List date of completed reports, if applicable:

Phase 1 Environmental Assessment _____

Lead Risk Assessment/Inspection _____

Preliminary Engineering Report _____

Phase 2 Environmental Assessment _____

Geotechnical Investigation _____

PROJECT SCHEDULE

State the planned month and year for each of the activities below:

ACTIVITY	START	STOP
A. Acquisition, Survey, Engineering Activities		
B. Pre-development, Drawings, and Other Activities		
C. Site Clearance		
D. Construction Activities		
E. Marketing, Sales, and Commercial Lease-Up		



PROFORMA

Homeownership Projects: Income and Expense Data

Please complete the following table on the project's income and expenses. If you have a Rental Project, skip to page 25.

Unit Number/ Address	Sales Price	Sales Commissions Costs	Net Proceeds
Commercial Unit	Monthly Lease	Monthly Expenses	Net Proceeds
TOTAL			

Average Unit Square Foot Size

Average Square Foot Construction Cost

Construction Period

Average Sales Price

Sales Expense

Average Sales Time

Construction Interest Rate

A 12-month sample Proforma is provided. If more months are needed, provide the additional information on another sheet.



NOTE: If predevelopment costs such as acquisition, architecture, engineering, some soft costs, and site costs are completed either several months prior to the start of construction, please list those expenses in the first two months of the Proforma. Some of these costs are associated with the development of the homes and should be broken out as monthly costs once the construction starts. These costs should match those costs listed on the source and use of funds forms.

All pre-sales must be reflected in the Proforma and must be evaluated in your cash flow analysis and in your determination of the project gap.

Month	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Housing Starts (#)												
Houses Under Construction (#)												
Acquisition (\$)												
Architecture and Engineering (\$)												
Site Improvements (\$)												
Utilities (\$)												
Soft Costs (\$)												

Unit Type (1)	# of Units	# Bed-rooms	# Bath-rooms	Est. Amount Tenant Paid Utilities (2)	Est. Amount Owner Paid Utilities (2)	Sq Ft per Unit	Monthly Rent	Gross Rent (3)

RENTAL PROJECTS: Income and Expense Data

Please complete the following table on the project's design and income. Skip this page for Homeownership projects.

- (1) Utilities include water, sewer, electric, and gas.
- (2) Rent plus utilities or other tenant charges collected from tenants.

Complete the following table showing annual expenses:

ADMINISTRATIVE	\$	OPERATING	\$	MAINTENANCE	\$
Advertising		Elevator		Decorating	
Management		Fuel (heat)		Repairs	
Acct./Audit		Water/Sewer		Extermination	
Legal		Gas		Ground Expenses	
Office Supplies		Trash Removal		Replacement Re- serves	
		Security			
		Insurance			
		Property Taxes			
TOTAL		TOTAL		TOTAL	

Complete the following calculations:

Total Administrative + Operating + Maintenance Costs = \$_____ (Annual Expenses)
Annual Expenses / Number of Units = \$_____ (Annual Expenses/Unit)
Annual Expense Per Unit / 12 months = \$_____ (Monthly Expense/Unit)

Please state the following assumptions for your project:

Annual Rent Increase: _____

Annual Operating Cost Increase: _____

Vacancy Rate – Year 1: _____

Vacancy Rate – Year 2 and Beyond: _____

Please complete the Proforma below. For the cash flow Proforma use the total annual expense amount in calculating the first year's annual expense amount.

BE CERTAIN TO INCLUDE ANY SALE OF SUBJECT PROPERTY IN THE PROFORMA, as well as a narrative of all assumptions used to complete this Proforma.

YEAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Annual Rental															
(Vacancy Allowance)															
Gross Rental Income															
Other Annual Income															
(Annual Expenses)															
NOI															
D/S*															
D/S*															
D/S*															
Annual Cash Flow															

*D/S = Annual Debt service, list each lender.

DEVELOPMENT BUDGET- GENERAL

Line Item	Total Costs	% Total	City Funds	Other Funds	Source of Other Funds
Building Acquisition					
Land Acquisition					
Rehabilitation Costs					
New Construction Costs					
Construction Contingency					
Permits					
Clearing/ Demolition					
Water					
Sewer					
Storm water & Drainage					
Site Planning					
Architect & Engineer					
Real Estate Attorney					
Consultant					
Survey					
Construction Loan Interest					
Construction Origination					
Construction Insurance					
Property Taxes					
Appraisal					
Environmental					
Developer Fee					
Market Study/ Marketing					
Relocation					
Other (define)					
Other (define)					
Other (define)					
Total Development Costs					

NOTE: General Budget totals must match Detailed Budget totals.

DEVELOPMENT BUDGET- DETAILED

Please provide the following list of construction/renovation hard costs as well as other project related costs. Copies of any contractor(s) or architect(s) cost estimates or bids, site plans, elevations (front, rear and side) and specifications should be included in Attachment K. Note Prevailing Wage assumptions used.

Hard Cost Summary		Soft Cost Summary	
Budget Date		Architect- Design	\$
Habitable area	SF	Architect- Inspection	\$
Basement/Crawl	SF	Engineering Fees	\$
Adjusted area	SF	Environmental Reports	\$
Acquisition- Land	\$	Survey Costs	\$
Acquisition- Building	\$	Legal Fees	\$
Demolition	\$	Title/Closing	\$
Abatement	\$	Construction Loan Fees	\$
Excavation	\$	Financing Cost	\$
Concrete- Slab/Foundation	\$	Permits	\$
Masonry	\$	Property Tax	\$
Carpentry- Rough/Trim	\$	Construction Insurance	\$
Millwork/Door/ Hardware	\$	Security	\$
Sheet Metal	\$	Marketing Expense	\$
Windows and Glass	\$	Sales Agent Fees	\$
Insulation	\$	Appraisal	\$
Siding	\$	Accounting Fees	\$
Roofing and Gutters	\$	Warranty	\$
Exterior Painting	\$	Bond	\$
Drywall/Plaster	\$	Market Study	\$
Cabinets and Tops (kitchen/vanity)	\$	Other (specify: _____)	\$
Flooring	\$	Developer's Fees	\$
Interior Painting	\$	Land Holding Cost	\$
Misc./Accessories	\$	Relocation Costs	\$
Stairs/Rails/Ornamental metal	\$		\$
Appliances	\$	TOTAL SOFT COSTS	\$
Plumbing	\$		
H.V.A.C.	\$		
Electrical with fixtures	\$		
Utilities: sewer/water- on site	\$		
Utilities: sewer/water- off site	\$		
Site Preparation	\$	Development Costs- Summary	
Sidewalks/Pad	\$	Total Hard Costs	\$
Landscape	\$	Total Soft Costs	\$
Fence	\$	Total Development Cost	\$
Driveway/Parking/Garage	\$		
Other (specify: _____)	\$		
Other (specify: _____)	\$		
Construction Contingency	\$		
General Requirements	\$		
Contractor Overhead and Profit	\$		
Permits	\$		
	\$		
TOTAL HARD COSTS	\$		
Cost/ square foot	\$		

SOURCES OF FUNDS

This project will utilize (check all that apply):

☐ Historic Tax Credits

☐ LIHTC

☐ LEED Tax Abatement

☐ Tax Abatement
(new construction or rehab)

☐ New Markets

☐ TIF

☐ Affordable Housing Program/
FHLB

☐ Private/Bank

☐ Other:

List ALL other anticipated sources of funds for the project.

SOURCE (Lender)	Amount	Type L= Loan	Term (Years)	Rate	% of Total Project Costs	Annual Debt Service Amount	Date of Commitment Letter or Proposed Date
City Funds							
Owner Equity							
TOTAL					%		



CHECKLIST OF REQUIRED ATTACHMENTS

_____ **Attachment A.** Submit a detailed project narrative that describes location(s), number of bedrooms per unit, parking, energy conservation, quality of building materials, air circulation (HVAC, ceiling fans), and laundry facilities for residential units. If the project is rehabilitation, describe how you will address environmental issues such as lead paint and asbestos. Include a photograph of the site.

Also, describe project goals (e.g. demographic to be served, jobs to be created, slum/blight to be eliminated, housing units to be created and square footage of retail/commercial space to be created).

_____ **Attachment B.** Market study to support project Include justification of price points or rents. Describe all buyer upgrade options and pricing.

_____ **Attachment C.** Entity Information including: Articles of Incorporation or equivalent, principal information including: name, role, partnership status, interest percentage, and contact information, Names and addresses of the Current Board of Directors, and contact information for key project team members.

_____ **Attachment D.** Audited financial statements for the last two years. If financial statements are not audited, submit financial statements and tax returns. If applicant is a For-Profit corporation or a partnership, attach personal financial statements for each principal of the corporation or each General Partner.

_____ **Attachment E.** List of current and completed development projects within the last five (5) years including: address, number of units, new construction or rehabilitation, rental or for-sale, year completed, and sources and uses.

_____ **Attachment F.** Evidence of site control (i.e. deed(s), purchase contracts). At the time a development proposal is submitted, the developer must demonstrate that it has and will maintain site control of the property through the project review and contract negotiation period.

_____ **Attachment G.** Copies of any contractor(s) or architect(s) cost estimates or bids, site plans, elevations (front, rear and side) and specifications should be included. Note Prevailing Wage assumptions used.

_____ **Attachment H.** Copies of ALL financing commitment letters must be included. Letters must include amount, rate, terms and presale requirements.

_____ **Attachment I.** Tenant and Business Profiles for all parcels must be included (Tenant Profiles attached)

_____ **Attachment J.** Affirmative Marketing Plan must be included (Checklist attached).

_____ **Attachment K.** Impaction Ordinance (Worksheet attached).

_____ **Attachment L.** Outreach Plan to ensure general community awareness of the project, including letter of support for the project as described in this application from the applicable Community Council

_____ **Attachment M.** Project procurement plan which complies with the Department of Trade and Development's Procurement Handbook.

CERTIFICATION

All applicants should be aware of the City's Budget Responsibility Policy adopted by Ordinance No. 336-1996. A verification of your eligibility to receive City funds is printed below and authorized signature and certification is required:

* * * * *

I/We verify that at the time of application, there is no delinquent payment of any covered financial obligation to the Federal Government, the State of Ohio or the City of Cincinnati- including any of its departments, boards or commissions as specified in Ordinance No. 336-1996. The included financial obligations are loans and grants, permit fees, procurement obligations, rental payments, license fees, and fines/penalties for municipal code violations. Utility payments, traffic or parking fines are excluded. I further verify that I/We have not been declared ineligible to participate in such transactions as defined by Ordinance as of the date of application and ineligible at any time during the ten years proceeding the time of application to receive any City process. I/We also certify that the organization is in good standing with the Better Business Bureau.

I certify that all information in and attached as part of this application is complete and correct to the best of my knowledge. I understand that the City of Cincinnati will rely on the accuracy of this information. I authorize the verification of all financial and other information provided in connection with this application including obtaining credit reports.

Signature:_____	Signature: _____
By:_____	By:_____
Name/Title	Name/Title
Date: _____	Date: _____



FORMS AND REFERENCE DOCUMENTS

Compliance Forms

Tenant Profile Form (Relocation)

Business Profile Form (Relocation)

Occupancy Questionnaire (Rental)

Vendor Application Form

Impaction Guidelines Worksheet

Affirmative Marketing Procedures Checklist

Certification of Compliance with Local Building Codes

Reference Documents

General Summary of Policies

Procurement Handbook for Developers and Subrecipients -

- Meet and Confer
- Selection of Subcontractors
- Debarred Contractor Search
- Small Business Enterprise (SBE)
- Section 3
- Prevailing Wage / Davis Bacon
- Living Wage
- EEO
- Preconstruction Meeting

Lead-Based Paint Requirements -

Relocation Policies and Procedures -

Sample Lease Requirements for HOME assisted rental units -

Section 504 – Accessibility Policy -

Multi-family Rehabilitation Standards -

Single-family Rehabilitation Standards -
